



### **Who We Are**

We have a reputation as one of Edmonton and area's finest public golf course – a reputation earned as much by our spectacular course conditions as our friendly atmosphere, great food, and beverage service all season long. Located in Spruce Grove, we are owned and operated by Melcor Developments Ltd.

### **We Are Looking For**

A Food & Beverage Manager who is committed to providing quality food and great customer experience to our guests.

This full-time, year-round position reports to the General Manager and is a key member of our team.

### **What You'll Do**

Manage day-to-day front-of-house operations for The Grill and for banquets and events. This includes:

- Providing leadership and direction to the food and beverage team (who you will also recruit, orient, train, and schedule).
- Develop & update menus with the Head Chef.
- Planning special events and promotions to build the business.
- Working with external banquet coordinators to help them plan exceptional tournaments, banquets, weddings, and private parties at our venue.
- Ensuring swift service by working effectively with the kitchen team.
- Ensuring all FOH areas are highly organized and meticulously clean.
- Maintaining liquor regulations and adhering to safe food and beverage service guidelines.
- Setting and maintaining your budget.
- You must be able to work full-time and a variety of shifts including early **mornings, weekends, and holidays.**
- Must have reliable transportation.

### **About You**

- You have 5+ years related experience, including leadership or supervisory experience.
- You are Pro Serve certified.
- You are a pro at:
  - Inventory control, theft, and product loss systems.
  - Cost reports
  - Invoicing
  - POS Systems

- Scheduling
- You can follow company guidelines and demonstrate strong attention to detail.
- You work calmly under pressure while maintaining a sense of urgency.
- You are a great problem solver, self-motivated, and super organized.

**Extra Points For**

- Golf or hospitality industry experience.

**Where People Want to Work**

If you are passionate about outstanding customer service and delivering a high-quality food and beverage experience and you meet or exceed our qualifications, please submit your resume to [careers@melcor.ca](mailto:careers@melcor.ca) quoting “Food & Beverage Manager” in the subject line.

Your submission will be reviewed carefully, however only those selected for an interview will be contacted.

Melcor is an equal opportunity employer that is committed to the principle of diversity and looks forward to receiving applications from a wide range of people.